

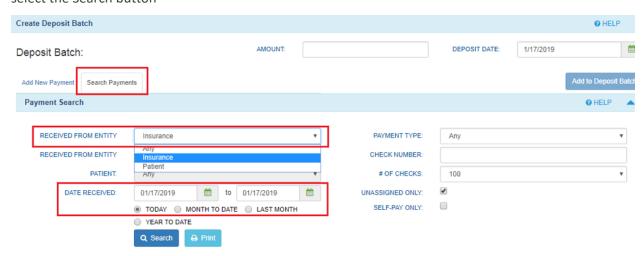
## **Deposit Batch Report**



BILLING>PAYMENT MANAGEMTN>CREATE DEPOSIT BATCH

## **STEPS**

- 1. Select Search Payment tab
- 2. Select "Insurance' in the RECEIVED FROM ENTITY drop down menu. Select the date receive and select the Search button



3. Select all the checks that you entered today using the checkbox on the left od th payment ID

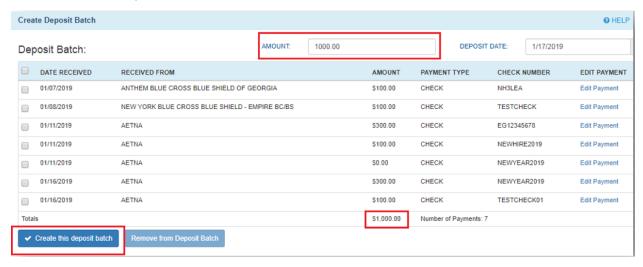


4. Select Add to Deposit Batch





- 5. The system will automatically sum up all the payments posted
- 6. Enter the total amount in the Amount field (without commas)
- 7. Select Create this Deposit Batch



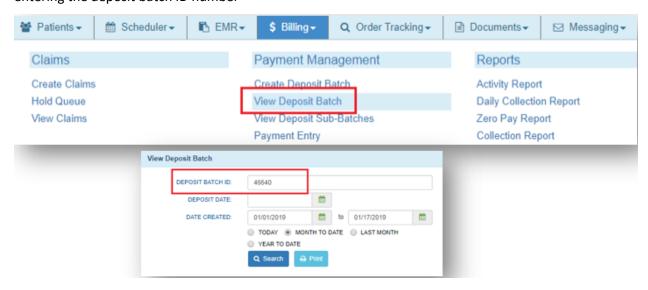
8. A deposit batch number will then be generated at the bottom of the screen

Deposit Batch 46640 has been created successfully.

Create another deposit batch

Create sub-batch for this deposit batch

9. You can review the batch by going to BILLING>PAYMENT MANAGAMENT>VIEW DEPOSIT BATCH and entering the deposit batch ID number





This will require a user to have permission to view this area